



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ANSBACH
UNIT 28614
APO AE 09177

AETV-WG-A

08 July 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Consolidated Mailroom Operations - Policy Letter #29

1. Reference: AR 600-8-3, Unit Postal Operations, 28 December 1989
2. Purpose: To provide guidance on borrowed manpower personnel for operation of the Consolidated Mailrooms within the 235th Base Support Battalion (BSB) area of operation.
3. Scope: Mail Operations of Consolidated Mail Rooms 454 - Katterbach Kaserne, and 463 – Barton Barracks, 235th BSB.
- 4 Policy: Borrowed Military Manpower (BMM) guidance for operation of the Consolidated Mailrooms within the 235th Base Support Battalion (BSB) area of operation is as follows:
 - a. BMM is a 90-day tasking for tactical units with mail clerks and alternate mail clerks properly trained in CMR procedures, to include a one-week overlap for training between soldiers tasked and relieved.
 - b. Leave must be taken before or after entering the mailroom. Ordinary leave requests will not be routinely approved.
 - c. BMM should not be removed from the CMR by their units for details or taskings. Exceptions are for mission accomplishment (i.e. range qualification.); proper notice needs to be given to the CMR Supervisor.
 - d. BMM must meet requirements under DOD 4525.6-M Postal Manual:
 - (1) Be a US citizen, eligible for security clearance.
 - (2) Have no record of the following:
 - (a) Record of court-martial.
 - (b) Punishment under Article 15 related to a postal incident.
 - (c) Civil convictions other than minor traffic violations.
 - (d) Unfavorable conduct casting doubt on the trustworthiness of the individual.
 - (e) A psychiatric, drug or alcohol condition.
 - (f) Relieved for cause of postal duties.

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(3) Be able to lift 70 pounds or less.

(4) Not have any profiles prohibiting postal duties.

e. Sergeant's Time will be conducted in the CMR on Thursday's from 0700-1100 and supervised by the CMR Lead Mail Clerk.

f. Volunteers.

(1) Volunteers must be registered through ACS or Red Cross.

(2) Volunteers must have a 285 card issued to them by the Postal Officer before they begin work in the CMR.

(3) The main duty of Volunteers in the CMR will be data processing.

5. CMR Hours of Operation to the community are as follows:

a. CMR 454 on Katterbach: Monday from 1030-1300 and 1430-1730; Tuesday, Wednesday, Thursday and Friday from 0900-1800.

b. CMR 463 on Barton Barracks: Monday through Friday from 1200-1400 and 1500-1800.

6. The point of contact for CMR operations is the BSB S1 at 468-1770.

JOHN G. REILLY
LTC, SF
Commanding

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